



MICHAELA MOORE

EVENT PLANNER • AOE

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Background:

As an event planner for AOE, Michaela's responsibilities include the comprehensive planning and execution of events – coordinating venue selection, catering, entertainment, and vendor partnerships – while developing detailed timelines and managing contract negotiations. Michaela contributes to ensuring the successful delivery of AOE's events through strategic organization and logistical oversight.

Her Role at AOE:

Michaela serves as the Event Planner for the Concrete Foundations Association (CFA), where she brings technical expertise and coordination skills to the planning and execution of the annual Concrete Foundations Convention (#CFACON) and the bi-annual CFA Executive Retreat. Her efforts ensure these events with organizational goals and deliver value to participants and stakeholders alike.

Her Skills Include:

- Strategic Planning
- Project Management
- Problem-solving
- Time Management
- Detail-oriented

Education and Designations:

- Bachelor of Arts in Hospitality Business, Michigan State University – 2021

